Classification

REPORTS INVENTORY

SD 102.3

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)		2. TYPE OF REPORT	X	STATISTICAL
Supply Operations Report				NARRATIVE
				MACHINE-NAME LISTING

3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL
	X	LOGISTICS		SECURITY		OTHER (specify)
		MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
2	Monthly	One

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES	IF YES GIVE ADP PROCESSING NO.	
Memorandum	X	NO		SDI 7-3 dated 10 February 1966

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Requisition Processing Section	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-5	3.15		1		3.15		12		37.80

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	37.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by OL Management

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
X RETAIN AS IS OTHER (explain)		MAN-HOURS	DOLLARS
CHANGE			
DISCONTINUE			STAT

15. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
5 October 1970	Chief, CCDB/SD/OL	

Classification

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FORM 1-70 142

(22-36-43)